



Public Affairs

SHEPPARD AFB MASTER CALENDAR

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction establishes guidelines and responsibilities for maintaining the Sheppard AFB Master Calendar. This directive also applies to tenants.

Section A -- Policy

1.1. The Sheppard AFB Master Calendar is maintained to avoid conflicts in scheduling major events and preventing simultaneous events when appearances by senior commanders are desired.

Section B -- Responsibilities

2.1. The Office of Public Affairs (82 TRW/PA) will maintain the Sheppard AFB Master Calendar, assist with resolution of scheduling conflicts, and brief at wing staff meetings as necessary.

2.1.1. Events to be entered on the Master Calendar are:

- Graduations of Community College of the Air Force, Euro-NATO Joint Jet Pilot Training Program, Airman Leadership School, Vernon Regional Junior College, and Wayland Baptist University.
- Dining-ins and dining-outs; major class, seminar, and symposium luncheons, receptions, and banquets; and major awards presentation functions, e.g., enlisted awards dinner, family services awards luncheon.
- Any social function that will involve senior commanders.
- Major functions that will involve a large portion of base personnel, e.g., open house, Special Olympics, American Heritage Week, changes of command of major organizations, etc.
- Important events in the local communities.
- Visits by special groups, e.g., USAFRS educator tours.

2.1.2. When scheduling any above-listed or similar event, the responsible organization must contact 82 TRW/PA to determine if the date is open. Dates entered from telephone calls must be confirmed in writing.

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